

**TEMPLATES FOR A MANAGEMENT ACTION PLAN (MAP)**

**PURPOSE:** Provide a template for the annual requirement of developing a Management Action Plan (MAP). This is an annual compliance item.

**SCOPE:** This template is designed in the approved MAP format and is provided with sample data typed in so you can determine your own programs locally. If you choose to incorporate different programs or to discard any program in the sample you simply type-over existing information to meet local needs. You are not required to do all or any of the sample programs. They are provided as mind joggers and ideas of things that can be done to serve the membership in any given month throughout the year.

**GENERAL:** Having specific programming goals and assigning and tracking goal development/progress/success ensures accurate forecasting, staffing, and marketing for each program a club implements. This allows you to adequately focus on multiple processes of member programming and aim your efforts at specific target segments of your membership.

**GUIDANCE:**

See attached sample template forms for developing your annual Management Action Plan (MAP). A 3 1/2" floppy disk containing these files and forms is also included for your use. All items on the disk are in Microsoft Word for Windows, Version 6.0/95 and Microsoft Excel 4.0. All data can be changed and/or manipulated to suit your local needs/goals. The title of each file is shown at the top right hand corner of the first page in every section. On the disk is a file titled MAP-DISK.EXE. Make a folder/directory on your hard drive called MAP and copy this file into that folder/directory from the floppy. (To make a new directory click on your EXPLORER icon in your WINDOWS directory and select FILE. Under FILE, select NEW. Then select FOLDER. A new folder icon will appear in your list of folders/directories on your C drive. It will be highlighted. Move your cursor down to the highlighted words that say "NEW FOLDER" and type over those words with the single word MAP. Now you have a MAP directory on your C Drive. Go to the MAP directory you just created on your C Drive and copy the file MAP-DISK.EXE (from the diskette) into that new folder/directory. When you are in that directory and can see the file MAP-DISK.EXE you copied, double click on it. This is a self-extracting file and will open a total of 18 individual files each with a title of their own. All the files with a .DOC extension are Word for Windows 6.0/95 files. All files with an .XLS extension are Microsoft Excel 4.0 files. Do not be timid. Open them, print them and modify them to suit your own needs. Don't worry, you will always have your floppy disk to reinstall the files again if you do have a problem.

**SUMMARY:**

Developing The MANAGEMENT ACTION PLAN (MAP) is an annual club management compliance item and using an approved standard template makes the job easy. The templates are filled in with sample data that you can evaluate for use or change as necessary.